

Staffing Committee 2025 - 26

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Head teacher and the Finance Committee
- To review a pay policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff with appropriate delegation to the head teacher
- To review a performance management policy for all staff
- To oversee the process leading to staff reductions or human resource issues
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards.
- To report back to the governing body
- *Additional items which individual governing bodies may wish to include*

Terms of reference agreed by the governing body on (date):	10th October 2025
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Name	Governor / Associate Member	Voting Rights	Date appointed to the committee
L. Chilton	Head teacher	Yes	10th October 2025
C. Porthouse	Parent Governor	Yes	10th October 2025
P. Harvey	Co-Opted Governor	Yes	10th October 2025
J. Holliday	Co-Opted Governor	Yes	10 th October 2025
R. McCarron	Associate Member	Yes	10 th October 2025

Disqualification: any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Chair of the committee:	L. Chilton
Clerk to the committee:	J. Holliday
Quorum: (minimum of 3 full governors, committee can determine a higher number)	
Date committee established:	10 th October 2025
Date of review by governing body:	September 2026